

LEGISLATIVE RESOURCE CENTER

U.S. House of Representatives  
111<sup>th</sup> Congress

2010 MAY 21 AM 9:39

OFFICE OF THE CLERK  
U.S. HOUSE OF REPRESENTATIVES

EMPLOYEE  
POST-TRAVEL DISCLOSURE FORM

This form is for disclosing the receipt of travel expenses from private sources for meetings, speaking engagements, fact-finding trips, or similar events undertaken in connection with official duties. This form does not eliminate the need to report all privately-funded travel on the annual Financial Disclosure Statements of those persons required to file them. In accordance with House Rule 25, clause 5, complete this form and file it with the Clerk of the House of Representatives, B-106 Cannon House Office Building, within **15 days** after travel is completed. The Clerk is to make the second page of this form publicly available as soon as possible after it is filed.

Name of Traveler (print or type): Michael J. Ward

I certify that the information contained on all pages of this form is true, complete, and correct to the best of my knowledge.

SIGNATURE OF TRAVELER:



DATE: 5/20/2010

I authorized this travel in advance. I have determined that all of the expenses listed on this form were necessary and that the travel was in connection with the employee's official duties and would not create the appearance that the employee is using public office for private gain.

NAME OF SUPERVISING MEMBER: Mike Rogers

SIGNATURE OF SUPERVISING MEMBER:



DATE: 5/20/2010

EMPLOYEE  
POST-TRAVEL DISCLOSURE FORM

1. Name of Traveler (print or type): Michael J. Ward
2. a. Name of Accompanying Family Member (if any): \_\_\_\_\_
- b. Relationship to Employee: ☐ Spouse ☐ Child ☐ Other (specify): \_\_\_\_\_
3. a. Date of Departure and Date of Return: 5/13/2010-5/14/2010
- b. Dates at personal expense (if any): \_\_\_\_\_
4. Itinerary (cities of departure – destination – return): Washington D.C.- Detroit- Milford- Detroit- Washington D.C.
5. Sponsor(s) (who paid for the trip): General Motors Corporation
6. Describe meetings and events attended (attach additional pages if necessary): Toured General Motors  
proving grounds, located in Milford, Michigan. Tour and discussion was focused on automobile safety technologies and regulations.
7. Attached to this form are EACH of the following (*signify that each item is attached by checking the corresponding box*):
- a. ☒ the Private Sponsor Travel Certification Form completed by the trip sponsor, including all attachments;
- b. ☒ the Traveler Form completed by the employee; **and**
- c. ☒ the Committee on Standards' letter approving my participation on this trip.
8. a. I represent that I participated in each of the activities reflected in the sponsor's agenda. (*Signify that statement is true by checking box*): ☒
- b. If not, explain: \_\_\_\_\_
9. TRAVEL EXPENSES: *Obtain actual dollar amounts from the sponsor. If exact dollar amounts are unavailable by the due date, provide a good faith estimate and file an amended form once the correct amounts are received.*

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses
For employee:	\$639.92	\$124.06	\$45.80
For accompanying family member:			
	Other Expenses (dollar amount)	Specific Nature of Expenses (e.g., taxi, parking, registration fee, etc.)	
For employee:			
For accompanying family member:			

U.S. House of Representatives  
Committee on Standards of Official Conduct

**PRIVATELY SPONSORED TRAVEL: TRAVELER FORM**  
**For Members, Officers, and Employees**

This form should be completed by House Members, officers, or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule 25, clause 5. The completed form should be submitted directly to the Committee by each invited House Member, officer, or employee, together with the completed and signed Private Sponsor Travel Certification Form and any attachments. A copy of this form, minus this initial page, will be made available for public inspection. *Please type form. Form (and any attachments) may be faxed to the Committee at (202) 225-7392.*

**YOUR COMPLETED REQUEST MUST BE SUBMITTED TO THE COMMITTEE NO LESS THAN 14 DAYS BEFORE YOUR PROPOSED DEPARTURE DATE.** Absent exceptional circumstances, permission will not be granted for requests received less than 14 days before the trip commences.

Name of Traveler: Michael J. Ward

I certify that the information contained on both pages of this form is true, complete, and correct to the best of my knowledge.

Signature: 

Name of Signatory (if other than traveler): \_\_\_\_\_

For staff, name of employing Member/Committee: Mike Rogers (MI)

Office address: 133 Cannon HOB

Phone number: 202-225-4872

Email address of contact person: mike.ward@mail.house.gov

- ☐ Check this box if the sponsoring entity is a media outlet and the traveler is a Member traveling to make a media appearance sponsored by that entity and these forms are being submitted to the Committee less than 14 days before the trip departure date.

**NOTE: You must complete the contact information fields above, as Committee staff may need to contact you if additional information is required.**

If there are any questions regarding this form please contact the Committee:

Committee on Standards of Official Conduct  
U.S. House of Representatives  
HT-2, The Capitol  
Washington, DC 20515  
(202) 225-7103 (phone)  
(202) 225-7392 (fax)

U.S. House of Representatives  
Committee on Standards of Official Conduct

**PRIVATELY SPONSORED TRAVEL: TRAVELER FORM**

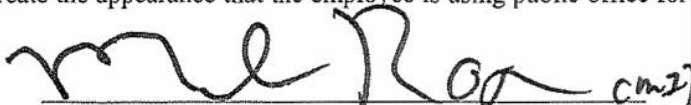
1. Name of Traveler: Michael J. Ward
2. Sponsor(s) (who will be paying for the trip): General Motors
3. Travel destination(s): Detroit and Milford, Michigan
4. a. Date of Departure and Date of Return: May 13 and May 14  
b. Will you be extending the trip at your personal expense? ☐ Yes ☒ No  
If yes, dates at personal expense: \_\_\_\_\_
5. a. Will you be accompanied by a family member at the sponsor's expense? ☐ Yes ☒ No  
b. If yes, name of accompanying family member: \_\_\_\_\_  
c. Relationship to traveler: ☐ Spouse ☐ Child ☐ Other (specify): \_\_\_\_\_
6. a. Did the trip sponsor answer "yes" to Question 9(c) on the Trip Sponsor form (i.e., the travel is being sponsored by an entity that employs a lobbyist)? ☒ Yes ☐ No  
b. If yes, check one of the following: ☐ N/A – Sponsor checked 9(a) or 9(b)  
(1) Approval for one-night's lodging and meals is being requested: ☒ or  
(2) Approval for two-nights' lodging and meals is being requested: ☐  
If "(2)" is checked, explain why the second night is warranted: \_\_\_\_\_
7. Private Sponsor Travel Certification Form is attached, including agenda, invitee list, and any other attachments (indicate that form is attached by checking box): ☒
8. Explain why participation in the trip is connected to your individual official or representational duties:  
General Motors proving ground is the primary location where auto safety and engineering work is performed.

Representative Rogers represents the adjacent Congressional District and also serves on the Energy and Commerce Committee, which is responsible for automobile safety legislation.

9. **FOR STAFF:  
TO BE COMPLETED BY YOUR EMPLOYING MEMBER:**

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Date: 4/28/2010

  
Signature of Employing Member

**NOTE:** This page must be submitted with your post-travel disclosure form within 15 days of your return, so you should maintain a photocopy of the completed form for your records.

U.S. House of Representatives  
Committee on Standards of Official Conduct

**PRIVATE SPONSOR TRAVEL CERTIFICATION FORM**  
(provide directly to each House invitee)

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a Traveler Form. The trip sponsor should NOT submit the form directly to the Committee. *You must answer every question on the form.*

1. Sponsor(s) (who will be paying for the trip): General Motors
2. I represent that the trip will not be financed (in whole or in part) by a federally-registered lobbyist or a registered foreign agent (*Signify that the statement is true by checking box*): ☒
3. I represent that the trip sponsor(s) has not accepted from any other source funds earmarked directly or indirectly to finance any aspect of the trip (*Signify that the statement is true by checking box*): ☒
4. Is travel being offered to an accompanying family member of the House invitee(s)? ☐ Yes ☒ No
5. Provide names and titles of ALL House invitees; for each invitee, provide explanation of why the individual was invited (include additional pages if necessary): (see attached)  
(see attached)
6. Dates of travel: 5/13/2010 - 5/14/2010
7. Cities of departure -- destination -- return: Washington, DC - Detroit - Milford - Detroit - Washington, DC
8. Attached is a detailed agenda of the activities taking place during the travel (*i.e.*, an hourly description of planned activities) (*Signify "yes" by checking box*): ☒
9. I represent that (*check one of the following*):
  - a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: ☐ *or*
  - b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: ☐ *or*
  - c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event *and* lobbyist/foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations. ☒
10. If travel is for participation in a one-day event (*i.e.*, if you checked Question 9(c)), check one of the following:
  - a. N/A -- I checked 9(a) or (b) above: ☐
  - b. One-night's lodging and meals are being offered: ☒ *or*
  - c. Two-nights' lodging and meals are being offered: ☐  
If "c" is checked, explain why the second night is warranted: \_\_\_\_\_

11. Check one:
- I represent that a federally-registered lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip (*Signify that the statement is true by checking box*): ☒ or
  - N/A – trip sponsor is an institution of higher education. ☐
12. Private sponsors must have a direct and immediate relationship to the purpose of the trip or location being visited. Describe the purpose of the trip and the role of each sponsor in organizing and conducting the trip:
- General Motors will inform and educate policy makers on a number of safety issues, including safety engineering associated with pre and post crash scenarios. The Milford Proving Ground is the primary location where this work is performed and demonstrated for GM. GM's mission is to build the world's best cars and trucks, in addition to making sure they are safe for our customers and fulfill all applicable standards.
13. a. Describe the mode of travel (air, rail, bus, etc.). For air travel, also indicate the type of aircraft (commercial, charter, or privately owned) and class of travel (coach, business class, first class, etc.):
- Air travel (commercial and coach class), Ground transportation (vans)
- b. If travel will be first class or by chartered or private aircraft, provide an explanation describing why such travel is warranted:
- \_\_\_\_\_
- \_\_\_\_\_
14. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). (*Signify that the statement is true by checking box*): ☒
15. I represent that either (*check one of the following*):
- The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees: ☐ or
  - The trip involves events that are arranged *specifically with regard* to congressional participation: ☒  
If "b" is checked, detail the cost per day of meals (approximate cost may be provided): \_\_\_\_\_  
May 13: \$25 to \$35; May 14: \$10-15
16. Reason for selecting the location of the event or trip: The Milford Proving Ground is the primary location where safety engineering work is performed and demonstrated for GM.
17. Name of hotel or other lodging facility: Detroit Marriott Livonia
18. Cost per night of hotel or other lodging facility (approximate cost may be provided): \$109.00 plus tax
19. Reason(s) for selecting hotel or other lodging facility: The hotel is located near the airport and the GM Milford Proving Ground facility.

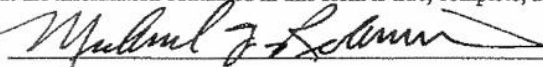
20. TOTAL EXPENSES FOR EACH PARTICIPANT:

<input type="checkbox"/> actual amounts	Total <i>Transportation</i> Expenses per Participant	Total <i>Lodging</i> Expenses per Participant	Total <i>Meal</i> Expenses per Participant
<input checked="" type="checkbox"/> good faith estimates			
For each Member, Officer, or employee	\$620 to \$954	\$109.00 plus tax	\$35 to \$50
For each accompanying family member	N/A	N/A	N/A

	<i>Other</i> Expenses (dollar amount)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or employee	N/A	
For each accompanying family member	N/A	

21. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment (signify that the statement is true by checking box): ☒

22. I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: 

Name and title: Michael J. Robinson, Vice President of Environment, Energy and Safety Policy

Organization: General Motors LLC

Address: 300 Renaissance Center M/C 482-C27-B81, PO Box 300, Detroit, MI 48265-3000

Telephone number: 313-665-4940

Fax number: 248-267-4365

Email Address: michael.j.robinson@gm.com

The Committee staff may contact the above individual if additional information is required.

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Standards of Official Conduct  
U.S. House of Representatives  
HT-2, The Capitol  
Washington, DC 20515  
(202) 225-7103 (phone)  
(202) 225-7392 (general fax)

Version date 8/2008 by Committee on Standards of Official Conduct

**Agenda**  
*(Times subject to change)*

**Thursday, May 13**

- 5:06 PM Flight from Washington Reagan National Airport
- 6:45 Arrive at Detroit Metropolitan Wayne County Airport
- 7:45 Arrive and check in at the Detroit Marriott Livonia hotel
- 8:00 Informal dinner at Max and Erma's or Sweet Lorraine's Restaurant.

**Friday, May 14**

- 7:30 AM Breakfast provided at the hotel
- 8:30 Arrive at General Motors' Milford Proving Ground.
- 8:30 Overview of the site and day's agenda
- 8:50 Bus tour of facility pointing out locations where major vehicle tests are completed
- 9:45 Vehicle demonstrations
- 10:50 Presentation: How GM approaches safety
- 11:25 Tour safety labs
- 11:55 Safety demonstrations with barriers and rollovers
- 12:45 PM Lunch in Safety Lab conference room with research and development presentation
- 1:45 Tour Emissions/Fuel Economy Lab
- 2:30 Tour Hybrid facility
- 3:30 Depart for airport
- Late Afternoon Flight from Detroit Metropolitan Wayne County Airport to Reagan National.



Names and titles of all invited House employees with explanation of why individual was included. (Note: All staff members have not confirmed participation in the event)

House Employee	Title	
Gregory J. Dotson	Chief Counsel for Environment House Energy & Commerce Committee	All listed individuals will benefit from expanded knowledge and information on safety and technology standards.
Lawrence A. Neal	Deputy Staff Director House Energy & Commerce Committee	
David L. Cavicke	Chief of Staff House Energy & Commerce Committee	
Kristin Lawes Amerling	Chief Counsel House Energy & Commerce Committee	
Michelle Hope Ash	Chief Counsel, Commerce, Trade and Consumer Protection House Energy & Commerce Committee	
Lorie J. Schmidt	Senior Counsel, Environment and Energy House Energy & Commerce Committee	
Michael E. Gordon	Chief Investigative Counsel House Energy & Commerce Committee	
David J. Leviss	Chief Oversight Counsel House Energy & Commerce Committee	
Alan Michael Slobodin	Chief Counsel House Energy & Commerce Committee	
Philip S. Barnett	Staff Director House Energy & Commerce Committee	
Brian McCullough	Senior Professional Staff Member/Chief Financial Officer House Energy & Commerce Committee	
Anna E. Laitin	Professional Staff Member House Energy & Commerce Committee	
Angelle Brigitte Kwemo	Legislative Counsel House Energy & Commerce Committee	
Rhonda Jackson	Chief of Staff Representative Gene Green	
Scott Schloegel	Chief of Staff Representative Bart Stupak	
Nick Choate	Legislative Director Representative Bart Stupak	
Andy Keiser	Chief of Staff Representative Michael Rogers	
Mike Ward	Legislative Director Representative Michael Rogers	
Vince Jesaitis	Legislative Director Representative Gene Green	
Joan Hillebrands	Chief of Staff Representative Fred Upton	
Michael Beckerman	Legislative Director Representative Fred Upton	
Michael Robbins	Chief of Staff Representative John Dingell	
Katie Murtha	Legislative Director Representative John Dingell	
Andrew Woelfling	Legislative Assistant Representative John Dingell	
Jack Seum	Chief of Staff Representative Cliff Stearns	
Matt Mandel	Legislative Director Representative Cliff Stearns	
Andrew Anuzis	Chief of Staff Representative Thaddeus McCotter	
Artur Suchozawski	Legislative Director Representative Thaddeus McCotter	

**General Motors' Milford Proving Ground: Agenda**  
*(Times subject to change)*

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ZOE LOFGREN, CALIFORNIA  
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ONE HUNDRED ELEVENTH CONGRESS

## U.S. House of Representatives

COMMITTEE ON STANDARDS OF  
OFFICIAL CONDUCT

Washington, DC 20515-6328

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KELLE A. STRICKLAND,  
COUNSEL TO THE RANKING  
REPUBLICAN MEMBER

SUITE HT-2, THE CAPITOL  
(202) 225-7103

May 10, 2010

Mr. Michael J. Ward  
Office of the Honorable Mike Rogers  
133 Cannon House Office Building  
Washington, DC 20515

Dear Mr. Ward:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Standards of Official Conduct hereby approves your proposed trip to Detroit, Michigan, scheduled for May 13 to 14, 2010, sponsored by General Motors.

You must complete an Employee Travel Disclosure Form (which your employing Member must also sign) and file it with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are required to attach a copy of this letter and the Private Sponsor Travel Certification Form, including all attachments. You must also include a copy of the Traveler Form completed by you and signed by your employing Member. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$335 from a single source on Schedule VII of that statement.

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.



Zoe Lofgren  
Chair

Sincerely,



Jo Bonner  
Ranking Republican Member

ZL/JB:slo